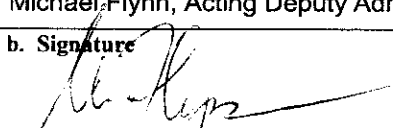


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EP6517013	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position .					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Sr. Policy Counsel and Associate Administrator for Policy	ES	0340	00	
4. Supervisor's Recommendation	Sr. Policy Counsel to the Admin. and Assoc. Admin. Policy	ES	0343		
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Dravis, Samantha K.		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Office of Policy			h. Employing Office Location Washington, DC		
d. Immediate Office			i. Organization Code AA000000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Michael Flynn, Acting Deputy Administrator			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator		
b. Signature 		c. Date 2/21/17	e. Signature 		f. Date
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 88888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 02/21/17
11. REMARKS Top Secret Clearance					

Senior Policy Counsel AND
**Associate Administrator
For Office of Policy
ES-0340**

INTRODUCTION

The Associate Administrator for Office of Policy, Office of the Administrator, serves as the principal advisor to the Administrator for coordination of Agency wide policies and economics that promote innovative approaches to protecting public health and the environment with responsibility for overseeing the testing of new and innovative approaches to environmental protection and related policy changes.

SUPERVISORY CONTROLS

Receives general direction and broad policy guidance from the Administrator/Deputy Administrator. Within this broad framework, duties are performed with maximum independence subject to review only for attainment of overall objectives and compliance with policies.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as Counselor to the Administrator and Associate Administrator for the Office of Policy on all matters pertaining to environmental protection policy, and economic and innovative approaches to protecting public health and the environment. Serves as the primary link between the Administrator/Deputy Administrator and the regulated community on innovation policies and practices. Assures Agency wide integration of policies, strategic framework, new practices and approaches for innovation which result in increased achievements in environmental protection.
2. Serves as the point of contact for affecting the coordination of matters pertaining to policies and economics that promote innovative approaches to protecting public health and the environment.
3. Oversees the Agency's implementation of innovative activities to ensure new approaches and related policies are identified, designed, and tested by supporting program-specific approaches by other EPA offices. Identifies advantages and disadvantages, risks, and benefits associated with particular proposals; evaluates the various methods of implementing policy and program initiatives; and provides the Administrator/Deputy Administrator with authoritative analyses and recommendations. Provides advice and counsel on the need for change in the methods, procedures, and policies to strengthen the Agency's regulated authority. Recommendations are based on personal and group assessments, analyses, reports, general information, and other sources as supplemented by a continuous awareness of administrative or management policies, issues and programs.
4. Represents the Agency in providing advice and information to the Administrator/Deputy Administrator on innovative efforts and activities. With the responsible program and regional offices, the Associate Administrator identifies and seeks solutions to emerging innovation issues.
5. Oversees the coordination of innovative activities, work groups, and regional responses to specific issues. Responsible for the consistent application of national program policies by reinforcing existing administrative, procedural, and program policy mechanisms as well as through initiation of reviews of significant innovation activities of interest to the Administrator. Also, oversees on-site field visits which study, analyze and resolve problems of regional, sectional, and national scale.

6. Establishes and maintains working relationships with regional offices, program offices, stakeholders and partners. Recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with state, county and local government officials. Works with the Regional Administrators to encourage the adoption of improved methods for dealing with small business and communities and to ensure that state and local perspectives are brought to bear in the development of specific EPA policy and program initiative.

7. Conducts briefings for the Administrator and/or her staff, Assistant Administrators, key program managers, or other officials as to the development of innovation, especially in terms of advance knowledge on controversial or sensitive issues.

8. Represents the Administrator and the Agency at all levels of government including Federal, State, municipal and county agencies and at private industry and citizen groups; provides information and advice on the Agency's innovation activities and programs and interprets existing and proposed plans and policies; and applies a broad comprehensive knowledge of problems involved in effective relationships between various government levels, private industry and citizenry in striving to promote plans and programs of special significance to the national environmental protection efforts. The incumbent stimulates interests, elicits support, works out agreements at all these levels and advises the Administrator on courses of action which should be taken.

9. Keeps alert and informed on current policies, programs and procedures of the Agency, and Congress. Prepares status reports and studies which pertain to problems of unusual breadth and intensity not normally within the purview of a specific statute or authority. Projects are generally far-reaching in impact, unique and require distinct and definite approaches. Makes recommendations to the Administrator/Deputy Administrator on comprehensive proposals for increasing the Agency's regulatory flexibility.

10. Exercises management responsibility over staff members, making assignments and determining duties and priorities, evaluating employee performance, recommending incentives, initiating corrective actions, assuring safety, keeping employees informed at all times, counseling employees, etc.

11. Exercises continuing responsibility to effectively support the Equal Employment Opportunity Affirmative Action Plan and communicating this support to subordinates, taking positive actions which will motivate and give opportunity to all personnel.

12. Performs other duties as assigned.